

The Mayor and Council of Middletown

General Administration

19 W. Green Street
Middletown, DE 19709



Job Title: PAYROLL ADMINISTRATOR
Department: Finance Department
Reports To: Finance Director
FLSA Status: Non-Exempt

Summary:

Serve as the first point of contact for employees in matters of time, attendance and payroll. Manages direct deposits, payroll deductions, garnishments and levies, federal and state payroll tax deposits and returns, federal payroll summaries, W-2s, wage and hour law compliance, and paid leave, vacation and sick time reporting. Compiles payroll data to maintain payroll records by performing the following duties.

Essential Duties and Responsibilities:

Include the following. Other duties may be assigned.

1. Coordinate the process of the generation, reconciliation and recording of the weekly payroll and verify wage/benefit cost distribution, for updates to general ledger
2. Reconciles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.
3. Reviews wages computed and corrects errors to ensure accuracy of payroll.
4. Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
5. Records data concerning transfer of employees between departments.
6. Prepares periodic reports of earnings, taxes, and deductions.
7. Keeps records of leave pay and nontaxable wages.
8. Transmit direct deposit file to bank, then verify and confirm file with bank
9. Processes State and Federal payroll taxes
10. Processes Quarterly 941 tax forms.
11. Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
12. Respond to employee inquiries regarding pay calculations, posting errors, vacation/sick leave, other benefits/accruals/deductions and W-4 processing
13. Participate positively in response to any payroll-related issue not specified above
14. Complete Misc. Government reports (ex: E 4, EEO 4, ICMA, Bureau of Statistics, etc.)
15. Serve as secondary accounts payable processor and assist in the procurement process as necessary
16. Participate in the annual budget process
17. Performs other accounting functions such as work with spreadsheets and budgets.
18. Perform related work as assigned

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Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles.

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- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.
- Quantity - Completes work in timely manner.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Keeps commitments.
- Initiative - Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Bachelor of Science in Accounting, Human Resources, Public Administration, or related field

Minimum three (3) years' experience in payroll administration or human resources required

Experience with collective bargaining agreements

Must possess or have ability to obtain Fundamental Payroll Certification, Certified Payroll Professional or comparable certification within 3 years from date of hire.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

- To perform this job successfully, an individual should have knowledge of Accounting software; Human Resources systems; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.